



Annette's Place Inc

Emergency Lockdown Policy

Our Service is committed to the ongoing safety and wellbeing of children, staff, families and visitors. To achieve this we will implement a clear plan to manage all emergency situations.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
97	Emergency and Evacuation procedures
98	Telephone or other communication equipment
168	Education and care service must have policies and procedures

PURPOSE

We aim to minimise the risk of harm, ensuring the safety of children, Educator's families and visitors of the Service in the event of a threatening situation.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

We have set procedures to follow in the event of any emergency requiring evacuation and lock down. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure the precipitate, safe and calm evacuation of all children, staff, families and visitors.

Lockdown Policy



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Whilst many emergency situations will require staff and children to evacuate from the Service, there are potential situations that will require the facility to go into 'lockdown'.

Lockdown means that all windows and external doors are locked, and where possible internal doors and blinds are locked, with children and adults being moved to a room/position that does not allow them to be viewed.

Where possible access should be maintained to a designated area and enough space should be available for children to be comfortably involved in quiet activities. It is therefore vital that appropriate spaces have been identified and displayed on an Emergency Lockdown Procedure. This information can be displayed on the Lockdown Plan.

Management or Nominated Supervisor will:

- Determine communication channels
- Determine how the lockdown alert signal will be given
- Develop an effective strategy for conducting the roll and communicating with children, educators, families and visitors of the Service
- Plan to maintain children's safety
- Ensure all children, staff, families and visitors of the Service remain inside.
- If possible, Educators should make every effort to lock doors and windows.
- Ensure children remain in a confined area, or out of sight during the lockdown period.
- Practice emergency lockdown drills at least once every 6 months.
- Review and Reflect on each emergency drill to ensure strategies are effective



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Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- National Quality Standard
- Managing Emergency Situations in Education and Care Services
- Revised National Quality Standard 2018

Review

Policy Reviewed	Modifications	Next Review Date
January 2017	No changes required	January 2018
October 2017	Updated the references to comply with the revised National Quality Standard	January 2018
January 2018	<ul style="list-style-type: none">- Minor adjustment in Education and Care Services National Regulations section- Several terminology adjustments to improve operational delivery	January 2019